

CLEAR WRITING WORKSHOP

Original Storyvalo training material - demonstration edition

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1. Lead with the reader

This lesson comes from an original training guide about clear workplace writing. Start by identifying the reader and the action they need to take after reading your message.

2. Put the request first

Place the main request near the beginning. Explain what is needed, who should respond, and when a response is useful. Keep background details close to the decision they support.

3. Make the next step concrete

Use specific verbs and short paragraphs. Replace a vague request to handle something soon with a concrete next step that a teammate can understand without asking you to interpret it.

4. Read it once as the recipient

Before sending, read the message as if you were receiving it for the first time. Check the purpose, the required action, and any dates or names that need verification.

Practice: rewrite one short workplace message. Check the reader, main request, next action, and any factual details before sharing it.